



# Lambeth

## Lambeth Adult Learning Service

### Fees Policy

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## **Fees Policy**

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## **Fees Policy**

### **Who is this policy for?**

This policy is for learners and learning providers.

### **What is this policy for?**

Lambeth Adult Learning Service works with partner providers to deliver adult learning courses that either lead to a qualification (accredited courses) or not (non-accredited courses). We receive funding from the Greater London Authority Adult Education Budget (GLA AEB), and also generates additional funding by charging fees to some learners.

When you apply for a course, we will tell you about any fees you may have to pay before you enrol and commit to your course of study.

Most learners will not need to pay fees. This policy will explain who does not need to pay fees.

### **Links to other policies**

Learners should also look at the Lambeth Adult Learning *Information, Advice and Guidance Policy*.

### **Who can access our adult learning courses?**

Most of our courses are funded through the GLA. To enrol on one of these courses, you must be:

- Aged 19 or over as at 31<sup>st</sup> August 2023 (except for parents under 19 who are on Family Learning courses)
- Resident in London, A UK citizen, a citizen of the European Economic Area (EEA) who has a Right of Abode in the UK for at least 12 months on the first day of learning based on GLA Funding and Performance Management Rules published and applicable on the date of enrolment<sup>1</sup>.

If you do not fit into one of these categories, you may still be able to access our courses. You will need to talk to someone at the centre where you want to study for more information. This centre will need to see evidence of your residency status, such as a Home Office letter or passport.

Even if you can access our courses, you may have to pay a fee. This will depend on things like your previous educational achievement, your income, employment status or your age.

### **What are our fees and do you have to pay them?**

When you ask about enrolling on a course, we will tell you about any fees you might have to pay.

#### **a) Zero Fees**

Many learners do not have to pay fees. You will qualify for zero fees if you are:

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<sup>1</sup> <https://GLA AEB Grant Funding and Performance Management Rules 2023-24 v2 0-6.pdf>

- Aged 19 or above on 31<sup>st</sup> August 2023 and/or
- have not achieved full L3 qualification or above
- 19-23 and are studying for a first full L2 qualification
- On an English and/ or maths course up to and including Level 2
- On a Digital Skills course up to and including Level 1
- Want to be employed and in receipt of one or more of the following benefits:
  - Jobseeker's Allowance (JSA), including receiving National Insurance credits only
  - Employment and Support Allowance (ESA)
  - Universal Credit, earning (not including benefits) less than £617 a month (learner is sole adult in their benefit claim) per month or £988 (learner has a joint benefit claim with their partner)
- We may also be able to offer you zero fees if you:
  - Receive 'other' state benefits (not listed above), including income support, housing benefit and pension credit, earning (not including benefits) less than £617 a month (learner is sole adult in their benefit claim) per month or £988 (learner has a joint benefit claim with their partner) and
  - Want to be employed, or progress into more sustainable employment, and their home pay (disregarding Universal Credit payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs.
  - Are in employment, not on benefits and earning less than £23,302.50 annual gross salary and cannot contribute towards your co-funding fees (see below).  
*You will need to show us some evidence such as a wage slip or a Universal Credit statement within 3 months of the course start date, or a current employment contract stating gross monthly/annual wages must be provided at time of enrolment*

## **b) Co-Funded and Full Fees**

If you are not eligible for zero fees (i.e. in one of the categories above), you will need to pay either a 'co-funded' fee or a full fee.

- Co-funded fee: if you are eligible for funded provision (see *Who can access our courses* above), you will need to pay a co-funded fee (50% of the full fee).
- Full fee: if you are not eligible for funded provision (see *Who can access our courses* above), you will need to pay the full fee.

## **Our Fees in 2023-24**

Before you enrol on a course, we will explain about any fees or other expenses (sundry charges) you may have to pay.

Sundry charges: you may need to pay sundry or other charges for resources, specialist materials, technical support, examination or assessment fees.

## **Can I pay in instalments?**

If you have any questions about course fees, instalment payments, eligibility for discounts, or anything else, please talk to staff at the centre where you want to study.

## Refund Policy

In most cases, we will only consider requests for refunds in exceptional personal or family circumstances. If you need to withdraw from a course because of holidays, loss of interest, new time commitments or other domestic changes, you will probably not get a refund.

If you would like to request a refund, please speak to the staff at your learning centre.

**Our current fee structure is outlined below:**

ACCREDITED COURSES		
Zero Fees	Co-Funded Fees	Full Fees
No fee for course but there may be some other charges for sundries.	50% of full fee plus there may be some other charges for sundries.	100% of full fee plus there may be some other charges for sundries.
Units/ Awards – credit value	Co-Funded Fees	Full Fees
1	£25	£50
2	£50	£100
3, 4 and 5	£75	£150
6, 7 and 8	£150	£300
9,10, 11	£225	£450
12	£300	£600
Certificates		
13-24	£362	£724

NON-ACCREDITED COURSES		
Zero Fees	Co-Funded Fees	Full Fees
No fee for course Sundries charge where applicable	Minimum £5 per hour of class contact time plus sundries charge where applicable	Minimum £10 per hour of class contact time plus sundries charge where applicable

## What happens if my course is cancelled?

To make sure that we get paid by the Greater London Authority (GLA), we need a minimum number of learners enrolled on each course. Sometimes not enough learners enrol on a course, so we may need to:

- Cancel the course before the first class and give learners a full refund; or
- Meet for the first class and give learners the opportunity to transfer to another course.

If there is severe weather or other extraordinary circumstance (such as Covid-19), your learning centre will tell you how this will affect your class.

For more information about what to do if a class is cancelled, please contact staff at your learning centre.

**Note:** *This Fees Policy is correct as at 24<sup>th</sup> September 2023 and may be updated in year to reflect changes to funding as required by the Greater London Authority Adult Education Budget.*